

ROUTING AND TRANSMITTAL SLIP

Date

26 July 1988

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	EXA	CR	7/26
2.	ADDA	✓	27 JUL 1988
3.	DDA		28 JUL 1988
4.	Barbara		
5.	Registry - File under Transactional Costs		
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

2 + 3
you have a consolidated report for the transactional cost issues. However, I thought you might like to see the covering memos from the office directors (clipped)



STAT

[Handwritten signature]

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

★ U.S. Government Printing Office: 1987-181-246/60000

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA

ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
FROM: [Redacted]		EXTENSION	NO.	88-1519X
			DDA Registry 88-1519X	
			DATE	13 July 1988
TO: (Officer designation, room number, and building)		DATE		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED	
1. EXA/DDA [Redacted] 7D-18 Hqs		14 JUL 1988		<p>DDA REGISTRY FILE: 30-12</p>
2.				
3. ADDA				
4.				
5. DDA				
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13 JUL 1988

MEMORANDUM FOR: Deputy Director for Administration

VIA:

[Redacted]

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Executive Assistant to the DDA

FROM:

Royal E. Elmendorf
Director of Personnel

SUBJECT:

Reducing Transactional Costs

In response to your tasking to examine issues/problems relative to the services provided within the directorate, attached are initial status reports developed by this office. We will continue to investigate the other issues of concern. We have found this effort worthwhile and look forward to improving our services, where possible.

[Redacted]

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for

Royal E. Elmendorf

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PERSONNEL
AWARDS

ISSUE:

Allow approval of the award request (Form 3960) to authorize payment action and curtail the requirement to complete an additional form (1750A) for payroll purposes.

Action/Status:
~~STATUS REPORT:~~

The critical form in our award process is Form 1750A, Request for Payment. Its use is three-fold;

- a. official financial authorization for funds to be disbursed;
- b. data entry form to update the official awards data base; and,
- c. official document to update the employee's Personnel File.

The Form 3960 is only required for awards over \$5,000, but may be used for any amount. With the recent change in the awards program, this form has been re-designed to expand the instructions and change the type of award selection to either a Quality Step Increase or Special Achievement Award.

Effective 1 October 1988, at the request of the Deputy Directors, a new method of cash payment will be instituted for the cash awards program. As a result, the Form 1750A will be revised to incorporate a "chit" which will serve as an official cash voucher thus allowing the employee to obtain the award monies from any disbursing location. This will eliminate the need to wait for a check to be issued and streamline the process so Budget and Finance offices can delete additional forms required for a cash transaction.

In response to the new award procedures, there will be a coordinated effort between the Offices of Finance and Personnel to design the new Form 1750A to meet the needs of the awards program, office reporting requirements and suggested changes of the Deputy Directors. One suggestion which appears to be feasible, would allow approving officials to require only the Form 1750A with the award recommendation narrative attached; this will be explored.

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PERSONNEL
AWARDS

ISSUE:

Increase from \$1,000 to \$2,000 the limit on approval of awards by component heads.

STATUS REPORT:

5
On 4 April 1988 the DDCI disapproved this proposal.

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PERSONNEL
AWARDS

ISSUE:

Delegate authority to approve QSI's from the Deputy Directors to Office Directors.

STATUS REPORT:

On ⁵4 April 1988 the DDCI approved the delegation of authority to approve QSI's from the Deputy Directors to the Office Directors.

A [] was published on 9 June 1988 advising Agency employees of this policy change which became effective on 2 May 1988. See attached.

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PERSONNEL
LEAVE

ISSUE:

Shorten the time required to establish LCD and SCD dates following LWOP.

STATUS REPORT:

Transactions and Records Branch (TRB), CAP/OP is currently not aware of having a backlog for establishing SCD/LCD dates following LWOP. After the Component Personnel Officer submits to TRB the Form 1152, Request for Personnel Action, returning the employee to a duty status the following procedures are initiated by TRB:

- a. TRB obtains the necessary security clearances,
- b. Reviews the Service Record Card data to ensure there has not been over six months of LWOP in the calendar year,
- c. If there has been over six months of LWOP, a new SCD/LCD date is established and put on the LWOP return action, then
- d. The 1152 is processed which returns the employee to a duty status and adjusts the SCD/LCD dates.

Since this is a "pay" action, it must be processed promptly to ensure the employee receives their paycheck. After a review of the SCD/LCD process, it is doubtful this calculation could be completed any quicker than is currently being done.

because they have prior federal service which requires verification.
TRB is currently working on two special projects involving SCD/LCD calculations. The first project is to determine SCD/LCD dates for all those employees who do not have an SCD/LCD date established. They are half-way through this project. The second project concerns a problem with CO-OP employees under Student Programs. These employees are processed in and out of a LWOP status continually while in the program; however, the SCD/LCD were not been re-calculated since EOD. This put some students into a six hour leave accrual mode thus requiring adjustments to pay or leave each time they returned from LWOP. To correct this problem, it has been agreed to provide students with an "010101" SCD/LCD until they convert to Staff Employee Status. This will allow them to automatically earn only four hours of leave until a new SCD/LCD date can be established and eliminate the overpayment problem.

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PERSONNEL
FINANCE/TRAVEL

ISSUE:

Reduce the lengthy waiting time ususally required for employees to see travel officers, despite having an appointment.

STATUS REPORT:

The waiting time for employees to meet with travel technicians in Travel Processing Branch (TPB) has decreased substantially over the years. Admittedly, however, there are still delays of up to ten to fifteen minutes as there are only a set number of appointment times available each day. The actual number of complaints received (each taken seriously and addressed expeditiously) in comparison to the volumn of travelers, are minimal.

What may be confusing the issue for the traveler is the fact that there are two appointments that can be made with the travel technician. The first is to provide TPB with the travel order in sufficient time to process the request. The second is to pick-up the tickets, travel advance and passports, as appropriate. Because of the high volumn of travelers and the attempt to accomodate as many employees as possible each day, TPB has not been able to provide time to discuss "proposed" travel arrangements with interested employees.

which is a central travel service
New features CTS is exploring in order to provide better service to the Agency traveler will include, a fully automated travel order process and a travel accounting system, the ability to automatically calculate per diem and domestic and foreign travel reimbursment totals via terminals, and a system to allow for the issuance of boarding passes and seat assignments.

Constant attention will be placed on providing the best service possible to all our travelers. Hopefully, the new automated system proposals will allow for more individualized service and alleviate the waiting time to see travel technicians.

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PERSONNEL
OTHER

ISSUE:

Allow the PHS packet completed by the applicant to the CT program to serve as the paperwork for direct hire.

STATUS REPORT:

The current procedure for file review for applicants recommended for both CT and direct hire is as follows:

The CT Representative who handles the Directorate recommended by the recruiter reviews the file first. If, after review, the CT representative believes another directorate appears more appropriate for the CT candidate, the file is shared with the other Directorate Reps.

If the applicant is found not suitable for further CT consideration, the file is reviewed by Chief of Recruitment and the Chief of Applicant Processing to determine suitability for direct hire. An effort is made to remove any CT rejection information from the file to allow for a unbiased review by the component.

The only time new PHS information is requested is when the current information is outdated by more than six months. This procedure has been in place for some time. No further action is contemplated.

↓
on this issue

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